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PERSONNEL

Military Awards and Decorations

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This Directive supersedes ED 30-15, dated 11 Nov 98.

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1. **Summary.** This Directive provides policy and procedures pertaining to military awards and decorations, in order to foster morale and provide public recognition for meritorious service and acts of heroism or outstanding achievement. Information regarding awards and recognition for civilian personnel can be found in USEUCOM Directive 30-30, Civilian Performance Management and Awards.

2. **Applicability.** This Directive applies to joint activities assigned to or reporting through HQ USEUCOM including USEUCOM Logistics Coordination Cells, Offices of Defense Cooperation, Security Assistance Offices, Special Operations Command Europe (SOCEUR), the Joint Analysis Center (JAC), the George C. Marshall European Center for Security Studies, the NATO School, U.S. Forces Azores, Iceland Defense Forces and all Joint/Combined Task Forces.

3. **Internal Control Systems.** This Directive contains internal control provisions but does not contain checklists for conducting internal reviews and is subject to the requirements of the Internal Management Control Program. For HQ USEUCOM and subordinate joint activities, the applicable internal control Directive is ED 50-8, Internal Management Control Program.

4. **Suggested Improvements.** ECJ1-AD is the proponent for this Directive. Forward suggested improvements to HQ USEUCOM, ATTN: ECJ1-AD, Unit 30400, APO AE 09131-0400.

5. **References.**

- a. DoD Manual 1348.33-M, Manual of Military Decorations and Awards.
- b. AR 600-8-22, Army Military Awards.
- c. SECNAVINST 1650.1G, Navy and Marine Corps Awards Manual.
- d. AFI 36-2803, Air Force Awards and Decorations Program.
- e. AR 600-8-105, Military Orders
- f. Secretary of Defense memorandum, subject, DoD-Level Civilian and Military Awards, dated 3 June 2003.

6. **Explanation of Terms.**

a. **Defense Decorations.** The term "Defense Decorations", used throughout this Directive refers, to the five medals awarded by the Department of Defense to personnel assigned to joint activities. The decorations are the Defense Distinguished Service Medal (DDSM), the Defense Superior Service Medal (DSSM), the Defense Meritorious Service Medal (DMSM), the Joint Service Commendation Medal (JSCM) and the Joint Service Achievement Medal (JSAM).

b. **Joint Activity.** For the purpose of this Directive, and for defining eligibility for Defense decorations, the term "Joint" connotes activities, operations or organizations in which elements of more than one Service of the United States, **as reflected in joint manpower documents**, perform joint missions under the auspices of the Office of the Secretary of Defense; the Chairman of the Joint Chiefs of Staff and the Joint Staff; or the commander of a Unified, Specified, or Combined Command. Joint Exercises, even if exercising a joint manpower document, are not considered Joint Activities and are not eligible for joint awards.

c. **Joint Task Force (JTF).** A JTF is a force composed of assigned or attached elements of two or more military Departments that is constituted and so designated by the Secretary of Defense, a Commander (CDR), or the commander of a subordinate unified command or an existing JTF.

d. **Meritorious Service.** Individual performance must exceed that expected by virtue of grade and experience, based on accomplishments during an entire tour of duty. For awards purposes, the word “service” is defined as “a period of time greater than 12 months and encompassing an individual’s entire joint assignment.” Awards given for service must normally cover the entire period of the controlled duty tour, plus any extensions. Personnel serving a USEUCOM Consecutive Overseas Tour (COT) may be recognized for an additional meritorious service award after successfully completing the consecutive tour. Awards recommended for an End of Tour (EOT), Permanent Change of Station (PCS), Separation or Retirement are considered meritorious service awards.

e. **Outstanding Achievement.** A recommendation for an achievement award should be submitted only when the achievement is of such magnitude that it cannot be recognized in any other way, and to delay such recognition until completion of the individual's period of service would diminish the significance of the accomplishment. An outstanding achievement award covers a short period of time with definite beginning and ending dates. There are two types of achievement awards:

(1) **Impact Award:** An impact award is rare and intended to recognize a single, specific act or accomplishment, separate and distinct from regularly assigned duties. It is not intended to provide a means to authorize additional decorations or a decoration when the conditions for a completed period of service have not been fulfilled. In order not to be considered a late award, an impact award must be submitted 30 days prior to desired presentation date or 30 days after “on the spot” awarding.

(2) **Achievement Award for Completion of Temporary Duty (TDY) Assignment:** If duty performance warrants, a recommendation for an achievement award may be submitted for service members assigned by official Temporary Duty orders to perform duties at HQ USEUCOM or a USEUCOM directed Joint Task Force or Combined Task Force. The TDY orders must accompany the award submission. The achievement award is not an automatic award for personnel TDY to USEUCOM.

(a) Personnel who are assigned to Military Department components and who subsequently are attached or sent TDY to a joint activity for **administrative or exercise** purposes are **not** eligible for Defense decorations.

(b) Being under operational control of a joint activity does **not** constitute Defense decorations eligibility.

f. **Staff Office/Office Chief.** Throughout this directive, the term Staff Office/Office Chief indicates the Chief of a HQ USEUCOM Staff element (e.g., ECIG, ECCM, ECCH, etc.). It does not refer to Divisions or Branches of HQ USEUCOM Directorates.

g. **DoD Policy.** Guidance published in Reference 5a that defines positions/responsibilities that normally would be eligible to receive a specific award.

h. **Joint Staff Guidance.** Awards guidelines received from the Joint Staff that provide guidance on positions/responsibilities that normally would be eligible to receive a specific award.

i. **HQ USEUCOM Historical Precedence.** Guidelines that show what award has historically been presented to various personnel.

7. **General Policy.**

a. The award system must have integrity and clearly recognize only the deserving, since Joint Awards have a higher stature than Service Awards. There will only be one service award for an individual's USEUCOM tour of duty. This policy does not state that a service member will automatically receive an award at the end of tour of duty. **REMINDER:** The presentation of multiple achievement awards to service members during their tour leaves little justification for a meritorious service award since any achievements used to justify an achievement award cannot be used to justify a service award.

b. **Award Approval Authority Delegation.** Within USEUCOM, award approval authority has been delegated as shown below. No further delegation is authorized without written approval from the Commander or Deputy Commander, U.S. European Command. IAW Reference 5a officers at USEUCOM in the grade of O6 and civilian equivalents in a Director/Deputy Director position have JSAM approval authority only, and officers in the grade of O7 and above and civilian equivalents in a Director/Deputy Director position have JSAM, JSCM and DMSM approval authority. (see Appendix E for award guidelines). **Award submissions that are signed “for” will not be processed.**

(1) **Peacetime Awards Approval Authority**

<u>POSITION</u>	<u>DMSM</u>	<u>JSCM</u>	<u>JSAM</u>
DCDR	YES	YES	YES
Chief of Staff	YES	YES	YES
Director, ECJ1	NO	NO	YES
Deputy Director, ECJ1	NO	NO	YES
Director, ECJ2	YES	YES	YES
Deputy Director, ECJ2	NO	NO	YES
Director, ECJ3	YES	YES	YES
Deputy Director, ECJ3	YES	YES	YES
Director, ECJ4	YES	YES	YES
Deputy Director, ECJ4 (SES)	YES	YES	YES
Director, ECJ5	YES	YES	YES
Deputy Director, ECJ5	YES	YES	YES
Director, ECJ6	YES	YES	YES
Deputy Director, ECJ6	NO	NO	YES

<u>POSITION</u>	<u>DMSM</u>	<u>JSCM</u>	<u>JSAM</u>
Director, ECRA	YES	YES	YES
Deputy Director, ECRA	NO	NO	YES
Director ECPA	NO	NO	YES
Director, Marshall Center (SES)	YES	YES	YES
Deputy Director, Marshall Center (SES)	YES	YES	YES
Chief, ECCH	NO	NO	YES
Chief, ECMD	NO	NO	YES
Chief, ECCM	NO	NO	YES
Chief, ECJA	NO	NO	YES
Chief, ECIG	NO	NO	YES
Chief, ECSM	NO	NO	YES
Commander SOCEUR (ECS))	YES	YES	YES
Deputy Commander SOCEUR (ECSO)	NO	NO	YES
Commander, ODC Turkey	YES	YES	YES
Commander, Joint Analysis Center	NO	NO	YES
Commander, NATO School	NO	NO	YES
Commander, Survey Division SHAPE	NO	NO	YES
Commander, HQ Commandant	NO	NO	YES
Commander, Iceland Defense Forces	YES	YES	YES
Commander, US Forces, Azores	NO	NO	YES

(2) Wartime Awards Approval Authority:

(a) Awards approval authorities for Defense (Joint) awards are the same during peace and periods of contingency operations (wartime).

(b) Service specific wartime awards approval authority is granted by each Service Secretary and must be requested by the Senior Service Commander in the Theater where contingency operations are being conducted.

(3) Automatic JTF/CTF Awards Approval Authority Delegation: Upon release of an Execute Order, Commanders of newly established USEUCOM JTFs and CTFs, are automatically delegated Defense Awards Approval Authority as indicated below. This authority will automatically expire 90 days after the JTF/CTF terminates operations.

(a) JSAM – JTF/CTF Commanders in the grade of O-6.

(b) DMSM, JSCM and JSAM - O-7 and above JTF/CTF Commanders.

c. HQ USEUCOM policy is that Service members be awarded *joint awards for joint missions* and that awards be presented prior to the individual's departure from the command. Desired presentation dates on award recommendations should be established to allow for appropriate award

ceremonies to be conducted prior to an individual's departure. Therefore, the following established timelines for submission of award recommendations will be strictly enforced.

(1) Defense Distinguished Service Medal (DDSM) and Defense Superior Service Medal (DSSM) recommendations must be submitted a minimum of 120 days prior to the ending date of the award or the requested presentation date, whichever is sooner.

(2) Defense Meritorious Service Medal (DMSM), Joint Service Commendation Medal (JSCM) and Joint Service Achievement Medal (JSAM) recommendations must be submitted 30 days prior to the ending date of the award or requested presentation date, or in the case of impact award recommendations, 30 days prior to requested presentation date or 30 days after "on the spot award" was presented.

(3) For Service specific awards, see paragraph 15b for required submission timeframes.

(4) For award recommendations to members of Foreign Military Services, see paragraph 16c for required submission guidance.

d. **Directorate Level Awards Board Guidance.** Because there are limitations and restrictions governing the award of Defense awards, the following Directorate Level Awards Board Guidance is provided:

(1) **Directorate Level Awards Board Guidance:**

(a) To preserve the integrity of decorations, recommendations must be restricted to the recognition of meritorious service, outstanding achievement, or acts of heroism that are incontestably exceptional and of a magnitude that clearly place an individual above his or her peers. Reassignment, separation or retirement of an individual is not in itself a basis for award recommendation. No preconditions can be set for military awards, nor can military awards be used as prizes in competitions (e.g. service members of the quarter/year). Each Directorate/Staff Office with awards approval authority **should** convene a **Directorate Level Awards Board** to ensure that all award recommendations adhere to DoD Policy, Joint Staff Guidelines and HQ USEUCOM Historical Precedence. The Directorate Senior Enlisted Advisor of the Directorate should be a member of the Directorate Awards Board when award recommendations are being considered for enlisted personnel. **All awards submitted to ECJ1-AD that do not meet the following precedence will be boarded by the HQ USEUCOM Awards Board chaired by the ACOS (See para 21).**

(b) **Defense Distinguished Service Medal (DDSM)**

DoD Policy. Exceptionally distinguished performance of duty that contributes to national security or Defense Affairs at the highest level.

Joint Staff Guidance: Normally, such responsibilities will be held by the most senior officers, such as the Chairman of the Joint Chiefs of Staff; Vice Chairman of the Joint Chiefs of Staff; Chiefs and Vice Chiefs of the Services; and Commanders and Deputy Commanders of Unified and specified Commands whose duties bring them into contact with the Secretary of Defense.

HQ USEUCOM HISTORICAL PRECEDENCE: General and Flag Officers O-9 and above.

(c) Defense Superior Service Medal (DSSM)

DoD Policy. Superior meritorious service in a position of significant responsibility that clearly places the individual ahead of contemporaries.

Joint Staff Guidance: Normally, be awarded to Colonels through Major Generals. Colonel should be serving in a Division Chief or higher position of responsibility.

HQ USEUCOM HISTORICAL PRECEDENCE: General/Flag Officers O-7 & O-8 and O-6 with a minimum of 1 year as O-6 Division Chief.

(d) Defense Meritorious Service Medal (DMSM)

DoD Policy. Meritorious achievement or service, although of a lesser degree than that required for award of the DSSM, that has been accomplished with distinction. Only under the most unusual circumstances will the DMSM be awarded as an impact award for outstanding TDY achievement.

Joint Staff Guidance: Normally, be awarded to Majors through Colonels and Senior NCOs (E-7 through E-9) Branch Chief level and other field grade officers who have performed exceptionally noteworthy work.

HQ USEUCOM HISTORICAL PRECEDENCE: Majors through Colonels and Senior NCOs (E-7 through E-9) with a minimum of 22 months on station or completion of tour.

(e) Joint Service Commendation Medal (JSCM)

DoD Policy. Meritorious achievement or service, although of a lesser degree than that required for award of the DMSM, that has been accomplished with distinction and clearly places an individual's performance above that of contemporaries.

Joint Staff Guidance: Should be the basic award for the truly outstanding action officer up through the grade of Major and for exceptional enlisted personnel.

HQ USEUCOM HISTORICAL PRECEDENCE: O-6 and below and E-9 and below.

(f) Joint Service Achievement Medal (JSAM)

DoD Policy. Meritorious achievement or service although of a lesser degree than that required for award of the JSCM, that has been accomplished with distinction and clearly places an individual's performance above that of contemporaries. The JSAM cannot be awarded to O-6 or above.

JOINT STAFF GUIDANCE: Award should be used to recognized officers O-5 and below and enlisted personnel whose performance has been excellent but not at the same level as those deemed to be truly outstanding.

HQ USEUCOM HISTORICAL PRECEDENCE: O-5 and below and E-9 and below.

(2) Additional DoD policy and guidance:

(a) The DDSM, DSSM, DMSM, JSCM and JSAM **can not** be awarded to foreign military personnel.

(b) Only one decoration will be awarded for the same act, achievement or period of service.

(c) Being under operational control of a joint activity does not constitute Defense decorations eligibility. For example, during ONW, aircraft were directed by ONW to fly over northern Iraq, these units were under operational control of ONW, but were not eligible for Defense awards.

(d) Personnel who are assigned to Military Department components and who subsequently are attached or sent TDY to a joint activity for administrative or exercise purposes are not eligible for Defense decorations.

(e) Individual service members performing as part of a unit, whose mission is Service specific, such as a member of a Mobile Training Team (MTT) are not eligible for Defense decorations.

(f) No Defense decoration shall be awarded or presented to any service member whose entire service during or after the time of the distinguished act, achievement or service has not been honorable.

(g) Any Defense decoration for a distinguished act, achievement or service may be revoked if facts, later determined, would have prevented original approval of the decoration.

e. A recommendation for award of a military decoration may be submitted by any person, other than the individual being recommended, having first-hand knowledge of the act, achievement or service believed to warrant awarding a decoration. Recommendations initiated by the individual's commander or supervisor are preferred.

f. Departing commanders or supervisors desiring to recommend awards for individuals remaining in the command should leave written recommendations with their successors. Recommendations for awards for individuals reassigned within the same command should be forwarded to the new commander or supervisor.

g. Individuals departing USEUCOM prior to completion of a normal overseas tour because of retirement, separation, medical evacuation, compassionate/humanitarian reassignment or other extenuating circumstances may be recommended for an award.

h. In recognition of outstanding achievement, Defense decorations may be awarded to service members on TDY to a joint activity. The achievement must be of a truly outstanding nature. However, personnel TDY to a joint activity for administrative or exercise purposes are not eligible for Defense decorations.

i. Characterization for Service and Retirement Awards.

(1) Justification for award of Defense decorations shall be based on meritorious service and achievement while assigned to a joint activity. Defense award recommendations must be based purely on the tour of joint service and not the service member's entire career. The award recommendation must stand on its own and not take into account the service member's previous assignments.

(2) The fact that a service member may retire from active duty from a joint assignment will not be used to request or justify a higher level award than the actual service, achievement, or tenure in the joint assignment supports. Any Defense decoration may be awarded on retirement or separation of an eligible service member. In those instances where length of the joint terminal assignment, or degree of responsibility, would not qualify a service member for an appropriate level Defense award on retirement, recommending officials may consider recommending the service member for a Service award. A Service award can be given "secondarily", but it must be approved by the Service Secretary only. If a Service award has been approved as a "retirement" award, a Defense award **will not be approved**.

j. Award recommendations should be initiated by the activity to which the recommended individual is assigned. When a recommendation is initiated by another activity, coordination with the individual's assigned activity must be accomplished (e.g., should ECJ1 recommend MAJ Jones of ECJ3 for an award, then ECJ1 must coordinate with ECJ3 before processing the recommendation).

k. Each award recommendation must be entered administratively into command or staff channels within one year of the act, achievement, or service to be recognized. Recommendations officially placed into command or staff channels in the prescribed time limitations (1 year), but which were not acted on through loss or inadvertence, may be resubmitted at any time within 2 years after the distinguished act, achievement or service for consideration to the appropriate awarding authority. Lost recommendations must be forwarded through the same official channels and must contain a copy of the original recommendation, conclusive evidence that the recommendation was officially placed in command or staff channels and conclusive evidence of the loss of the recommendation or the failure to act on the recommendation through inadvertence. As a minimum the recommendation should be accompanied by statements, certificates or affidavits corroborating the events or services involved.

8. Defense Distinguished Service Medal (DDSM) and Defense Superior Service Medal (DSSM).

a. General.

(1) The DDSM is awarded for exceptionally distinguished performance of duty that contributes to national security or defense affairs at the highest levels. Normally, such responsibilities will be held by the most senior officers, such as the Chairman and Vice Chairman of the Joint Chiefs of Staff, the Chiefs and Vice Chiefs of the Services, and Commanders and Deputy Commanders of the Unified Commands whose duties bring them into direct contact with the Secretary of Defense and other senior officials. The DDSM may be awarded to other senior officers who serve in positions of great responsibility or whose direct and individual contributions to national security or defense are recognized as being so exceptional in scope and value as to be equivalent to contributions normally associated with positions encompassing broader responsibilities. The Secretary of Defense is the approval authority for the DDSM.

(2) Reference 5f states that the Defense Distinguished Service Medal should normally be used to recognize only the most senior military officers whose duties bring them in direct contact with the Secretary of Defense and other senior officials with the U.S. Government, and whose exceptional performance of duty and contributions to national security or defense have been at the highest levels.

(3) Recommendations for the DDSM that are disapproved by the Secretary of Defense will then be returned to the Joint Chiefs of Staff to be boarded and processed as Defense Superior Service Medals and then forwarded to the Chairman of the Joint Chiefs of Staff for final determination. This process will add significantly to the time required for processing.

(4) The DSSM shall be awarded to members of the Armed Forces of the United States who have rendered superior meritorious service in a position of significant responsibility. Normally, such responsibilities will be held by senior officers, such as the Directors, Deputy Directors and Division Chiefs (O-6). The Chairman of the Joint Chiefs of Staff is the approval authority for the DSSM. Approval authority for O-6 retirement awards has been delegated to the CDR and DCDR, HQ USEUCOM

b. Recommendations, narratives, proposed citations and proposed forwarding endorsements for DDSM and DSSM awards will be prepared using formats shown in Appendices A or B and submitted to HQ USEUCOM, ECJ1-AD a minimum of 120 days prior to the ending date of the award or requested presentation date.

c. Recommendations for these decorations will be signed by or endorsed through the Director/Office Chief within HQ USEUCOM or by Commanders of USEUCOM joint activities to DCDR HQ USEUCOM, ATTN: (ECJ1-AD).

d. For both the DDSM and the DSSM the narrative justification will be limited to four, double-spaced, typewritten pages using 12 point New Times Roman font and must be specific and factual, giving concrete examples of exactly what the individual did, how it was accomplished and what benefits or results were derived which significantly exceeded expected duty performance. Name specific plans, programs, or actions that have benefited, or progressed to a point where results expected at some future date can be accurately predicted. Acronyms are allowed to be used in the narrative. (See Appendices A and B for narrative description and standard opening and closing statements.)

e. A proposed citation, prepared in accordance with Appendices A or B, must accompany each award recommendation. No acronyms are to be used in the citation. Paragraphs should be 12 pt Times New Roman and justified. (See Appendices A and B for narrative description and standard opening and closing statements.)

f. A proposed forwarding endorsement, limited to one page (8 1/2" x 11"), single spaced using 12 pt. Times New Roman, must accompany the award recommendation. It will be prepared IAW instructions in Appendixes A and B.

g. Recommendations for the DDSM and DSSM will be reviewed by ECJ1-AD, forwarded through DCDR HQ USEUCOM for signature and forwarded to the appropriate approval authority.

9. **Defense Meritorious Service Medal (DMSM).**

a. Members of the U.S. Armed Forces who have distinguished themselves by non-combat meritorious service or achievement while assigned to a joint activity in USEUCOM are eligible for the DMSM. The DMSM is specifically intended to recognize exceptionally meritorious service performance and to honor an individual's accomplishments over a sustained period. Normally, the DMSM is awarded to Branch Chief level officers, field grade officers (O-4 through O-6) and senior noncommissioned officers (E-7 through E-9) who have performed exceptionally noteworthy service. HQ USEUCOM HISTORICAL PRECEDENCE: Minimum 22 months of service at USEUCOM (minimum time for joint tour credit for officers). Approval authorities will refer to the Directorate level awards board guidelines located in para 7d and/or Appendix E in support of uniform standards for USEUCOM.

b. Recommendations for the DMSM must reach HQ USEUCOM (ECJ1-AD) a minimum of 30 days prior to the ending date of the award or 30 days prior to the desired presentation date, whichever is sooner.

c. Recommendations for the DMSM will be prepared in one of the following two formats:

(1) EU Form 30-15c (Appendix C): This form is available on PerForm Pro or Delrina Form Flow, and as a Word template (found on the SLAN & ULAN on the "P" drive in the "Templates", "Forms" folder). Instructions for preparing EU Form 30-15c are at Appendix D. (SLAN) \\SNT11\public\Templates\FORMS\EU 30-15C.dot (WORD Template) (SLAN) Awards & Decorations Home Page (FORMFLOW Version (ULAN) [P:\Templates \(WORD Template\) \(ULAN\) <http://www.eucom.mil/Directorates/ECJ1/Awards/Eu30-15.dot>](P:\Templates (WORD Template) (ULAN) http://www.eucom.mil/Directorates/ECJ1/Awards/Eu30-15.dot) (WORD Template)

(2) DoD Standard Format. Any activity not having access to the USEUCOM LANs must use the format shown in Appendix A, or request copies of the electronic EU 30-15c form from ECJ1-AD.

d. Award Justification: The justification must be specific and factual, giving concrete examples of exactly what the individual did, how it was accomplished, and what benefits or results were derived which significantly exceeded expected duty performance. When possible, quantifiable indications will be provided. Name specific unclassified plans, programs, or actions that have benefited, or progressed to a point where results expected at some future date can be accurately predicted.

(1) EU Form 30-15c: The justification will be prepared in bullet format and is limited to the space provided. Continuation pages are not authorized.

(2) DoD Standard Format: The justification will be limited to two, double-spaced, typewritten pages using 12-point Times New Roman font. See Appendices A or B for the narrative description's standard opening and closing statements.

e. Proposed Citations.

(1) EU Form 30-15c: The citation is limited to the space provided in Block 25 of the form. Continuation pages are not authorized. No acronyms are to be used in the citation. Standard opening and closing statements must be used in the citation (see Appendices A or B).

(2) DoD Standard Format: The citation will be prepared in accordance with the instructions in Appendices A or B and must accompany each award recommendation. Standard opening and closing statements must be used in the citation (see Appendices A or B).

f. Recommendations for the DMSM will be reviewed by ECJ1-AD and certificates will be prepared and forwarded to the approval authority. Once approved, ECJ1-AD will complete the

certificates, citation and prepare necessary award orders. Award elements (certificate, citation and orders) will be returned to the recommending activity via the Award POC for appropriate ceremony.

10. **Joint Service Commendation Medal (JSCM).**

a. Exceptional members of the U.S. Armed Forces who distinguished themselves by meritorious service or achievement while assigned to a joint activity are eligible for the JSCM.

b. Recommendations for the JSCM must reach HQ USEUCOM (ECJ1-AD) a minimum of 30 days prior to the ending date of the award or 30 days prior to the desired presentation date, whichever is sooner.

c. Recommendations for the JSCM will be prepared in one of the following two formats:

(1) EU Form 30-15c (Appendix C): This form is available on PerForm Pro or Delrina Form Flow, and a Word template format (found on the SLAN & ULAN on the "P" drive in the "Templates", "Forms" folder). Instructions for preparing EU Form 30-15c are at Appendix D.
(SLAN) \\SNT11\\public\\Templates\\FORMS\\EU_30-15C.dot (WORD Template)
(SLAN) [Awards & Decorations Home Page](#) (FORMFLOW Version)
(ULAN) P:\Templates (WORD Template)
(ULAN) <http://www.eucom.mil/Directorates/ECJ1/Awards/Eu30-15.dot> (WORD Template)

(2) DoD Standard Format. Any activity not having access to the USEUCOM LANs must use the format shown in Appendix A, or request copies of the electronic EU 30-15c form from ECJ1-AD.

d. Award Justification: The justification must be specific and factual, giving concrete examples of exactly what the individual did, how it was accomplished, and what benefits or results were derived which significantly exceeded expected duty performance. When possible, quantifiable indications will be provided. Name specific unclassified plans, programs, or actions that have benefited, or progressed to a point where results expected at some future date can be accurately predicted.

(1) EU Form 30-15c: The justification will be prepared in bullet format and is limited to the space provided. Continuation pages are not authorized.

(2) DoD Standard Format: The justification will be limited to two, double-spaced, typewritten pages using 12-point Times New Roman font. See Appendices A or B for the narrative description's standard opening and closing statements.

e. Proposed Citations.

(1) EU Form 30-15c: The citation is limited to the space provided in Block 25 of the form. Continuation pages are not authorized. No acronyms are to be used in the citation. Standard opening and closing statements must be used in the citation (see Appendices A or B).

(2) DoD Standard Format: The citation will be prepared in accordance with the instructions in Appendices A or B and must accompany each award recommendation. Standard opening and closing statements must be used in the citation (see Appendices A or B).

f. Recommendations for the JSCM will be reviewed by ECJ1-AD and certificates will be prepared and forwarded to the approving authority. Once the approving authority signs the certificate, ECJ1-AD will complete the certificate, citation and prepare necessary award orders. Award elements (certificate, citation and orders) will be returned to the recommending activity via the Awards POC for appropriate ceremony. See paragraph 12 for procedures for approval authorities not co-located with HQ USEUCOM.

11. **Joint Service Achievement Medal (JSAM).**

a. Members of the U.S. Armed Forces who distinguished themselves by outstanding performance of duty, or meritorious achievement, while assigned to a joint activity are eligible for the JSAM.

b. Recommendations for the JSAM must reach HQ USEUCOM (ECJ1-AD) a minimum of 30 days prior to the ending date of the award or 30 days prior to the desired presentation date, whichever is sooner.

c. Recommendations for the JSAM will be prepared in one of the following two formats:

(1) EU Form 30-15c (Appendix C): This form is available on PerForm Pro or Delrina Form Flow, and a Word template format (found on the SLAN & ULAN on the "P" drive in the "Templates", "Forms" folder). Instructions for preparing EU Form 30-15c are at Appendix D.
(SLAN) [\\SNT11\public\Templates\FORMS\EU_30-15C.dot](http://SNT11/public/Templates/FORMS/EU_30-15C.dot) (WORD Template)
(SLAN) [Awards & Decorations Home Page](#) (FORMFLOW Version)
(ULAN) P:\Templates (WORD Template)
(ULAN) <http://www.eucom.mil/Directorates/ECJ1/Awards/Eu30-15.dot> (WORD Template)

(2) DoD Standard Format. Any activity not having access to the USEUCOM LANs must use the format shown in Appendices A or B, or request copies of the electronic EU 30-15c form from ECJ1-AD.

d. Award Justification: The justification must be specific and factual, giving concrete examples of exactly what the individual did, how it was accomplished, and what benefits or results were derived which significantly exceeded expected duty performance. When possible quantifiable indications will be provided. Name specific unclassified plans, programs, or actions that have benefited, or progressed to a point where results expected at some future date can be accurately predicted.

(1) EU Form 30-15c: The justification will be prepared in bullet format and is limited to the space provided. Continuation pages are not authorized.

(2) DoD Standard Format: The justification will be limited to two, double-spaced, typewritten pages using 12-point Times New Roman font. See Appendices A or B for the narrative description's standard opening and closing statements.

e. Proposed Citations.

(1) EU Form 30-15c: The citation is limited to the space provided. Continuation pages are not authorized. No acronyms are to be used in the citation. Standard opening and closing statements must be used in the citation (see Appendices A or B).

(2) DoD Standard Format: The citation will be prepared in accordance with the instructions in Appendices A or B and must accompany each award recommendation. Standard opening and closing statements must be used in the citation (see Appendices A or B).

f. Recommendations for the JSAM will be reviewed by ECJ1-AD and certificates will be prepared and forwarded to the approving authority. Once the approving authority signs the certificate, ECJ1-AD will complete the certificate, citation and prepare necessary award orders. Award elements (certificate, citation and orders) will be forwarded via the Awards POC to the recommending activity for appropriate ceremony.

12. **Administrative Responsibilities of Non-co-located Award Approval Authorities.**

Awarding authorities not co-located with HQ USEUCOM at Patch Barracks will assume all administrative responsibilities for processing Defense Awards to conclusion. This includes preparing the citation, certificate, and orders. Awarding authorities will forward a copy of each approved award recommendation, approval document, certificate, citation and orders to ECJ1-AD. The ORIGINAL ORDERS and copies of Orders Logs will be forwarded to ECJ1-AD no later than January of every year for the previous year (e.g., 2002 Original Orders and Logs will be forwarded by January 2003, etc.). Additionally, an electronic database, using MICROSOFT ACCESS will be maintained by the approving activity and forwarded either on disk or electronically to ECJ1-AD in January of each year for the previous year. Awarding authorities will return disapproved recommendations to initiators stating the reason(s) for award disapproval. Award files, order files and order logs are items of inspection by the HQ USEUCOM IG. Award orders will be prepared and maintained in accordance with AR 600-8-105.

13. **The Military Outstanding Volunteer Service Medal (MOVSM).** The MOVSM may be awarded to members of the Armed Forces of the United States and their Reserve Components who, subsequent to 31 December 1992, perform outstanding volunteer community service of a sustained, direct and consequential manner. **Approval authorities for the Military Outstanding Volunteer Service Medal are Directors or Deputy Directors with JSAM approval authority, for members in a Joint Billet.**

a. To be eligible, an individual's service must:

(1) Be to the civilian community, to include the military family community.

(2) Be significant in nature and produce tangible results.

(3) Reflect favorably on the Military Service and the Department of Defense.

(4) Be of a sustained and direct nature. While no specific log of individual service is required or encouraged, a service member should normally perform a sustained, direct hands-on community service over a 3-year period. Members assigned to deploying units may include deployed time in the 3-year period.

b. Although minimal requirements are left up to the awarding authority, service performance must be of a sustained long-term nature. Awarding authorities will ensure the service to be honored merits the special recognition afforded by this medal. The MOVSM is intended to recognize exceptional community support over time and not a single act or achievement. Further, it is intended to honor direct support of community activities. For the purposes of this award, attending membership meetings or social events of a community service group or attending occasional Scout meetings would not normally be considered qualifying service, whereas manning a community crisis action phone line or serving as a Boy or Girl Scout leader for 3 years would. The overall level of volunteer participation and impact of an individual's community service is key to determining whether award of the MOVSM is justified.

c. The MOVSM recognizes service provided to a community over time; therefore, multiple awards of the MOVSM during a single tour of duty are not authorized. However, approval authorities may consider a sustained record of significant community service performed during successive tours when adjudicating recommendations for award of the MOVSM.

d. Service recognized by award of the MOVSM must be of a voluntary nature, not detailed nor tasked, nor performed as part of a military mission.

e. Procedures for submitting recommendations for the MOVSM:

(1) Army - Complete DA Form 638. Accomplishments and community services can be continued on a blank page.

(2) Navy - Complete OPNAV Form 1650/3. Accomplishments and community services will be listed on a blank page.

(3) Marine Corps - Complete OPNAV Form 1650/3. Accomplishments and community services will be listed on a blank page.

(4) Air Force - Memorandum format. Use the same memo format as a JSAM and list accomplishments on a blank page.

f. Upon receipt of an MOVSM recommendation, ECJ1-AD will forward to the approval authority (if applicable). Recommendations requiring Chief of Staff approval must be received by ECJ1-AD 30 days prior to the requested presentation date.

g. No orders, citation or certificate are issued for the MOVSM. ECJ1-AD will forward a copy of the approved recommendation to the servicing personnel center for necessary posting to the Service record. The approved recommendation and medal set will be forwarded to the recommending office for presentation.

14. HQ USEUCOM Certificate of Achievement/Appreciation.

a. The HQ USEUCOM Certificate of Achievement (EUCOM Form 34B, Appendix K) can be awarded to U.S. military and civilian personnel assigned, attached, or in direct support of USEUCOM in recognition of faithful or commendable service or achievement which does not meet the standards required for the JSAM, Service Achievement Medals, or honorary awards. HQ USEUCOM Directors/Office Chiefs may award EUCOM Form 34B\ for personnel assigned to their activities, or under their operational control. (SLAN - <\\SNT11\public\Templates\Word-HQUSEUCOM\Certificate of Achievement.dot>) (ULAN - P:/Templates/Word-HQUSEUCOM) Certificates for service members of the Quarter/Year are prepared for the CoS's signature.

b. The HQ USEUCOM Certificate of Appreciation (EUCOM Form 30-15B, Appendix J) can be awarded to foreign nationals, U.S. military and civilian personnel, and organizations in recognition of outstanding contributions to the welfare and benefit of American military and civilian communities and for strengthening the bonds of friendship and cooperation between host nation and U.S. military or American communities. (SLAN - <\\SNT11\public\Templates\Word-HQUSEUCOM\Certificate of Appreciation.dot>) (ULAN - P:/Templates/Word-HQUSEUCOM) HQ USEUCOM Directors/Office Chiefs may award USEUCOM Form 30-15B for personnel assigned to their activities, or under their operational control.

c. Requests for certificates that require DCDR/CoS signature should reach HQ USEUCOM (ECJ1-AD) a minimum of 30 days prior to the desired presentation date. Certificates should be signed by the DCDR or CoS only if the achievement was a USEUCOM function or benefited the entire command; otherwise, Directors or Office Chiefs should sign certificates whenever possible.

d. Requests for the HQ USEUCOM Certificate of Achievement/Appreciation that require signature by the DCDR will be prepared in original and one copy using the format shown in Appendix F. A proposed citation will accompany each recommendation.

e. Requests for the HQ USEUCOM Certificate of Achievement/Appreciation, requiring DCDR or CoS signature, will be made by the Director/Office Chief within HQ USEUCOM or Commander of USEUCOM joint activities and forwarded to ECJ1-AD for review and forwarding to the DCDR for approval/disapproval.

f. When DCDR approval is deemed inappropriate and Directors/Office Chiefs desire to approve a HQ USEUCOM Certificate of Achievement/Appreciation, USEUCOM Forms 34B or 30-15B will be used.

g. USEUCOM Form 30-15A, Certificate of Appreciation, is for the exclusive use of the HQ USEUCOM Senior Enlisted Advisor. Any requests or recommendations for this certificate must be sent to the ECSE.

15. Service Department Decorations. Award recommendations for USEUCOM personnel for Service Department Decorations will be referred to HQ USEUCOM, ECJ1-AD, for review and forwarding to the appropriate approval authority. Recommendations for Service-unique awards will be prepared on the required Service forms and those which must be forwarded outside USEUCOM for approval will be accompanied by a draft forwarding endorsement. Final forwarding endorsements will be prepared by ECJ1-AD for forwarding to DCDR/CoS for signature.

a. The following is a list of Army and Air Force Awards that can be approved at HQ USEUCOM. **All Navy and Marine Corps award recommendations must be forwarded to either the Office of the Chief of Naval Operations or the Office of the Commandant of the Marine Corps.**

ARMY AWARDS		
AWARD	APPROVAL AUTHORITY	REMARKS
Legion of Merit	Chief of Staff	Retirement Only
Meritorious Service Medal	Chief of Staff	
Commendation Medal	Chief of Staff & HQ Commandant & Commander SOCEUR	
Achievement Medal	Chief of Staff & HQ Commandant & Commander SOCEUR	

AIR FORCE AWARDS		
AWARD	APPROVAL AUTHORITY	REMARKS
Legion of Merit	Deputy Commander	O-6 Retirement Only
Meritorious Service Medal	Senior Air Force General Officer	
Commendation Medal	Senior Air Force General Officer	
Achievement Medal	Senior Air Force General Officer	
Air Medal	Senior Air Force General Officer	
Aerial Achievement Medal	Senior Air Force General Officer	

b. Recommendations for Service-specific awards should reach HQ USEUCOM (ECJ1-AD) a minimum of 120 days prior to the ending date of the award for awards that must be forwarded to approval authorities outside USEUCOM, or 30 days prior for recommendations that are approved at HQ USEUCOM.

c. Recommendations must be prepared on the forms indicated below IAW procedures in references 5b, 5c, or 5d.

(1) Army: DA Form 638 for MSM and below. Legion of Merit submissions will be prepared on a DA 638 and in lieu of bullet justifications a one page narrative justification will be attached.

(2) Navy/Marine Corps: OPNAV 1650/3 (Rev 3-76).

(3) Air Force: Recommendations for Decorations Printout, DECOR6, will be provided by USAFE MSS, Personnel Affairs Section.

16. **Awards for Members of Allied Forces.**

a. Foreign nationals are eligible for Service-specific awards, **but not** Defense awards. Award recommendations initiated for foreign nationals within USEUCOM and subordinate activities will be prepared IAW procedures contained in DoD Manual 1348.33-M, and appropriate Military Department directives and forwarded through ECJ1-AD to DCDR for review and processing.

b. Recommendations must include the following:

(1) Ambassadorial Concurrence (American Embassy in the foreign national's country)

(2) Defense Attaché Concurrence (American Embassy in the foreign national's country)

(3) ODC/SAO Chief Concurrence (in those countries where there is an ODC/SAO)

(4) Biographical Summary (must include **Date and Place of Birth**)

(5) Proposed Citation

(6) Narrative Justification

(7) Proposed forwarding endorsement (forwarding endorsements will be signed by the DCDR or CoS.

c. **Normal processing time for awards to foreign nationals is six to nine months and sometimes longer.** This time period must be considered, and coordination with ECJ1-AD is essential before arranging any award ceremonies for foreign nationals.

d. Recommendations must be submitted electronically via the USEUCOM Secret LAN (SLAN) or on a 3.5 inch diskette in MICROSOFT WORD.

17. **Electronic Recommendations.** All recommendations for award will be transmitted to ECJ1-AD via the USEUCOM SLAN program or will be accompanied by a 3.5-in diskette. Recommendations sent via the SLAN will be addressed to "J1-AWARDS.PG@eucom.smil.mil". Sending an electronic recommendation does not negate the requirement for a signed copy of the recommendation. Sending the recommendation electronically allows ECJ1-AD to begin processing; however, no recommendation will be forwarded to the approving authority until a signed original recommendation is received. If the award recommendation was prepared using PerForm Pro or Delrina Form Flow, the EU Form 30-15c file will be forwarded to ECJ1-AD. If the award recommendation is submitted in the standard DoD format, the recommendation will be prepared in MICROSOFT WORD and the file forwarded to ECJ1-AD.

18. **Return of Award Recommendations.**

a. Recommendations may be returned for administrative correction or inclusion of essential supporting data. These recommendations must be returned without delay for processing, or ECJ1-AD must be notified that the recommendation is being withdrawn.

b. When a recommendation for an award is not approved, the appropriate awarding authority may award a lesser decoration.

19. **Boilerplate/Template Award Recommendations.** Under no conditions will "boilerplate" or "template" award recommendations be submitted. Each award recommendation must stand on its own; numerous individuals cannot have the same duties and accomplish them in the same manner.

20. **Classified Award Recommendations.** Recommendations for awards may be classified only in those cases where the nature of the service or achievement was classified. The narrative should include only that classified information necessary to substantiate the recommendation. The citation **MUST** be unclassified.

21. **HQ USEUCOM Awards Board.** The Awards Board is a tool for Exception to Policy awards, therefore, these should be very few. HQ USEUCOM colonels/captains from J1, J2, J3, J4, J5, J6, ECRA, ECCS-HC, ECJA and SOCEUR will be the members of the board. When award recommendations for enlisted personnel are being considered by the board, the HQ USEUCOM Senior Enlisted Advisor will also be a member of the board. The Board will vote and forward a recommendation (approve, disapprove or downgrade) to the appropriate approval authority for final approval, disapproval or downgrade. The Awards Board will be held when necessary, and it will be chaired by the Assistant Chief of Staff. ECJ1-AD will make arrangements with the ACOS for the date, time, place and notification to board members. Board member's read ahead packages will be ready for pick-up at least two days prior to the Board.

22. **Reconsideration of Disapproved/Downgraded Recommendations.** When a lesser decoration than that recommended has been awarded or the recommendation was disapproved and the originator believes the recommended decoration is warranted, reconsideration requests containing **additional justification** may be submitted to the awarding authority.

a. Requests for reconsideration, limited to two double-spaced type-written pages, must be submitted in the formats shown in Appendices A or B. A copy of the original recommendation, with endorsements, and the proposed citation must be included.

b. Requests for reconsideration must be forwarded through the same channels as the original recommendation and placed in official channels within one year from the date of the awarding authority's decision.

c. If the recommended award is approved, the awarding authority will revoke the lesser award if one had been previously approved.

23. **Award Ceremonies.** Timely presentation of awards is essential. Formal presentation ceremonies should be conducted prior to the individual's departure from the command. Close coordination with the Public Affairs Office to permit appropriate publicity of the event is encouraged. Guidelines for presentation of awards within USEUCOM:

a. ECJ1-AD is responsible for routing award elements to the appropriate Directorate/Staff Office for presentation. This is normally done via Directorate's Award POCs.

b. Awards to Directors/Office Chiefs should be presented by the DCDR or CoS. Presentation arrangements will be made through Command Protocol. Presentation ceremonies in the DCDR's or CoS's office will normally include Directors/Office Chiefs and personal guests of the recipient.

c. Arrangement of ceremonies and the presentation of awards to all other individuals will be the responsibility of the respective Director/Office Chief. An exception to this policy may be made when an individual is retiring from active duty. The retiree may request a senior officer from his or her Service to present the retirement decoration. The Public Affairs Office will be notified in advance of the presentation to permit appropriate press coverage.

24. **Mailing of Completed Awards.** In the event an award is not completed in time for presentation prior to the individual's departure, it is the recommending activity's responsibility to forward the award to the individual. ECJ1-AD will provide the recommending activity with the completed award certificate, citation, orders and medal set.

25. **Activity Points of Contact.** Each activity (Directorate/Staff Office/ODC/SAO/ULCC or associated activity) will appoint a single point of contact (POC). This POC, in addition to executive officers, will receive information from the ECJ1 Awards Section concerning the status of

all working awards. The POC will be the conduit through which all information concerning awards currently in the system will be promulgated. The activity POC will be the only person to contact the awards section concerning working awards and to pick up or deliver award products.

26. **Timeliness of Award Submissions:** In order to ensure an individual receives his or her award prior to departure, timeframes outlined in paragraphs 8b, 9b, 10b, 11b, 14c, and 15b must be enforced. Statistics reflecting on-time rates will be forwarded to the Directors/Office Chiefs.

27. **Unit Awards.** The only Unit Award that Joint Commands can receive is the Joint Meritorious Unit Award (JMUA). The Combatant Command headquarters will prepare requests for the JMUA for their headquarters. JTF staffs will request JMUAs for a JTF and forward it to the Combatant Command headquarters for processing. Service specific Unit Awards can not be

awarded to Joint organizations, but can be awarded to service specific units that supported a Joint organization. If a service specific unit award is recommended for a supporting service specific unit, it will be processed through the Combatant Command headquarters.

FOR THE COMMANDER:

JOHN B. SYLVESTER
LTG, USA
Chief of Staff

OFFICIAL:

DANIEL A. FINLEY
MAJ, USA
Adjutant General

DISTRIBUTION:
P

APPENDICES

- A - Formats
- B - Narrative And Citation Descriptions
- C - USEUCOM Form EU 30-15c and link
- D - Instructions for Completing USEUCOM Form EU 30-15c
- E - DOD Policy/Joint Staff Guidance/HQ USEUCOM Historical Precedence

APPENDIX A**FORMATS****Format for DDSM Recommendation**
(Letterhead)

(OFFICE SYMBOL)

(Date)

MEMORANDUM THRU

Deputy Commander, United States European Command. ATTN: ECJ1-AD, Unit 30400,
APO AE 09131
Director for Manpower and Personnel, Office of the Joint Chief of Staff, Washington, DC
20301-1000

FOR: Secretary of Defense, Washington DC 20301-5000

SUBJECT: Recommendation for Award of the Defense Distinguished Service Medal (*Number of Oak Leaf Cluster if applicable*) – Grade, First Name, MI, Last Name, Branch of Service.

1. Under the provisions of DoD 1348.33-M, recommend the following individual be awarded the Defense Distinguished Service Medal (*First/Second Oak Leaf Cluster*) for exceptionally distinguished meritorious service.

a. Grade, First Name, MI, Last Name, Service and Social Security Number.

b. Organization and Command of Assignment.

c. Grade and Duty Assignment at the time of act of service.

d. Specific inclusive dates for which recommended. (*NOTE: Inclusive dates should be as follows:*

- *PCS-one day prior to the projected departure date*
- *Separation-same as date of separation*
- *Retirement-one day prior to effective date of retirement. When an individual retires, the inclusive dates will only be for the period of the joint duty assignment.)*

e. Service member to be reassigned permanent change of station (PCS), or (*relieved from active duty*) on (*date*).

f. Presentation is desired on: (*date*).

**APPENDIX A
FORMATS****Format for DDSM Recommendation (Cont)**

OFFICE SYMBOL

SUBJECT: Recommendation for Award of the Defense Distinguished Service Medal (*Number of Oak Leaf Cluster if applicable*) – Grade, First Name, MI, Last Name, Branch of Service.

- g. Request award be forwarded to: (*complete mailing address and zip code*).
 - h. No other recommendation for award to this individual is pending, and no previous award has been made for the service and dates described herein.
 - i. Previous personal decorations: (*List all awards, but do not include campaign or service medals, Good Conduct Medals, etc.*)
 - j. Point of contact and DSN number.
2. Enclosed are the narrative description of service rendered and the proposed citation.

2 Encls
asRECOMMENDING OFFICIAL'S
SIGNATURE)
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**APPENDIX A
FORMATS**

**FORMAT FOR PROPOSED DDSM FORWARDING MEMORANDUM
(Letterhead)**

ECCS

MEMORANDUM THRU Director for Manpower and Personnel, Office of the Joint Chief of Staff, Washington, DC 20301-1000

FOR Secretary of Defense, Washington DC 20301-5000

SUBJECT: Recommendation of Award of the Defense Superior Service Medal –
Brigadier General John B. Smith, United States Air Force.

1. This paragraph should be a condensed version of the Narrative Description and should contain the most important points of the recommendation. Do not exceed one single-spaced page.

2. Award of the Defense Superior Service Medal is recommended.

2 Encls
nc

SIGNATURE BLOCK

APPENDIX A FORMATS

Format for DSSM Recommendation (Letterhead)

(OFFICE SYMBOL)

(Date)

MEMORANDUM THRU Deputy Commander, United States European Command. ATTN:
ECJ1-AD, Unit 30400, APO AE 09131

FOR Director for Manpower and Personnel, Office of the Joint Chief of Staff, Washington, DC
20301-1000

SUBJECT: Recommendation for Award of the Defense Superior Service Medal (*Number of Oak Leaf Cluster if applicable*) – Grade, First Name, MI, Last Name, Branch of Service.

1. Under the provisions of DoD 1348.33-M, recommend the following individual be awarded the Defense Superior Service Medal (*First/Second Oak Leaf Cluster*) for exceptionally superior meritorious service.

a. Grade, First Name, MI, Last Name, Service and Social Security Number.

b. Organization and Command of Assignment.

c. Grade and Duty Assignment at the time of act of service.

d. Specific inclusive dates for which recommended. (*NOTE: Inclusive dates should be as follows:*

- *PCS-one day prior to the projected departure date*
- *Separation-same as date of separation*
- *Retirement-one day prior to effective date of retirement. When an individual retires, the inclusive dates will only be for the period of the joint duty assignment.)*

e. Service member to be reassigned permanent change of station (PCS), or (*relieved from active duty*) on (*date*).

f. Presentation is desired on: (*date*).

g. Request award be forwarded to: (*complete mailing address and zip code*).

A-4
APPENDIX A
FORMATS

Format for DSSM Recommendation (Cont)

OFFICE SYMBOL

SUBJECT: Recommendation for Award of the Defense Superior Service Medal (*Number of Oak Leaf Cluster if applicable*) – Grade, First Name, MI, Last Name, Branch of Service.

h. No other recommendation for award to this individual is pending, and no previous award has been made for the service and dates described herein.

i. Previous personal decorations: (*List all awards, but do not include campaign or service medals, Good Conduct Medals, etc.*)

j. Point of contact and DSN number.

2. Enclosed are the narrative description of service rendered and the proposed citation.

2 Encls
as

RECOMMENDING OFFICIAL'S
SIGNATURE)
BLOCK

**APPENDIX A
FORMATS**

**FORMAT FOR PROPOSED DSSM FORWARDING MEMORANDUM
(Letterhead)**

ECCS

MEMORANDUM FOR Director for Manpower and Personnel, Office of the Joint Chief of Staff, Washington, DC 20301-1000

SUBJECT: Recommendation of Award of the Defense Superior Service Medal – Brigadier General John B. Smith, United States Air Force.

1. This paragraph should be a condensed version of the Narrative Description and should contain the most important points of the recommendation. Do not exceed one single-spaced page.
2. Award of the Defense Superior Service Medal is recommended.

2 Encls
nc

SIGNATURE BLOCK

A-6
APPENDIX A
FORMATS

Format for DMSM/JSCM/JSAM Recommendations
(For use when USEUCOM Form 30-15c is not used)
(Letterhead)

(OFFICE SYMBOL)

(Date)

MEMORANDUM FOR Deputy Commander, United States European Command. ATTN: ECJ1-AD, Unit 30400, APO AE 09131

SUBJECT: Recommendation for Award of the Defense Meritorious Service Medal/Joint Service Commendation Medal/Joint Service Achievement Medal *(Number of Oak Leaf Cluster if applicable)* – Grade, First Name, MI, Last Name, Branch of Service.

1. Under the provisions of DoD 1348.33-M, recommend the following individual be awarded the Defense Meritorious Service Medal/Joint Service Commendation Medal/Joint Service Achievement Medal *(First/Second Oak Leaf Cluster)* for meritorious service.

- a. Grade, First Name, MI, Last Name, Service and Social Security Number.
- b. Organization and Command of Assignment.
- c. Grade and Duty Assignment at the time of act of service.
- d. Specific inclusive dates for which recommended. *(NOTE: Inclusive dates should be as follows:*
 - *PCS-one day prior to the projected departure date*
 - *Separation-same as date of separation*
 - *Retirement-one day prior to effective date of retirement. When an individual retires, the inclusive dates will only be for the period of the joint duty assignment.)*
- e. Service member to be reassigned permanent change of station (PCS), or *(relieved from active duty)* on *(date)*.
- f. Presentation is desired on: *(date)*.
- g. Request award be forwarded to: *(complete mailing address and zip code)*.

A-7
APPENDIX A
FORMATS

Format for DMSM/JSCM/JSAM Recommendations (Cont)

OFFICE SYMBOL

SUBJECT: Recommendation for Award of the Defense Meritorious Service Medal/Joint Service Commendation Medal/Joint Service Achievement Medal (*Number of Oak Leaf Cluster if applicable*) – Grade, First Name, MI, Last Name, Branch of Service.

h. No other recommendation for award to this individual is pending, and no previous award has been made for the service and dates described herein.

i. Previous personal decorations: (*List all awards, but do not include campaign or service medals, Good Conduct Medals, etc.*)

j. Point of contact and DSN number.

2. Enclosed are the narrative description of service rendered and the proposed citation.

2 Encls
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A-8
APPENDIX A
FORMATS

Typographical Rules for “Justification”, “Narratives” and “Citations”

1. All acronyms will be spelled out completely when first used. (J, N)
2. No acronyms will be used in the Citation. (C)
3. Allowable acronyms are weapon platforms designators. (e.g. M-1 Abrams, C-17 Globemaster III, CVN 74, USS John C. Stennis). (J, N, C)
4. Capitalize names of Joint Task Forces or Operations (e.g. Joint Task Force NOBLE ANVIL, Operation DESERT STORM). (J, N, C)
5. Numbers “one” (1) thru “one hundred” (100) will be spelled out. (C)
6. Numbers that can be written in two words must be spelled out. (e.g. Three million, fifteen hundred). (C)
7. When using percentages, use the number and spell out “percent”. (e.g. 4 percent). (C)
8. First and last sentence will reflect the individual’s complete rank (e.g. Lieutenant Colonel, Lieutenant Junior Grade, Master Sergeant). (C)
 - Body of citation will use common rank names (e.g. Colonel, Lieutenant, Sergeant). (C)
 - Exceptions: Army First Sergeants, Sergeant Majors, Command Sergeant Majors and U.S. Marine Corps personnel will have full rank throughout citation.
9. Dates must match, write out month and year for “from” and “to” on citation, narrative and recommendation. (e.g. from 12 September 2000 to 14 November 2003). (J, N, C)

Applies to:

(J) Justification

(N) Narrative

(C) Citation

A-9

APPENDIX B
NARRATIVE AND CITATION DESCRIPTIONS

The narrative should be specific and factual, giving concrete examples of exactly what the individual did, how it was accomplished, what benefits or results were realized, and why or how such benefits or results significantly exceeded distinguished or superior performance of duty. Narrative for the DDSM will not exceed four double-spaced typewritten pages with 1" margins. When using acronyms, the complete meaning in parentheses, will be used followed by the acronym. Paragraph format, as shown in the following examples is standard for all Joint narrative description.

DDSM NARRATIVES

Opening statement

Lieutenant General John H. Smith, United States Air Force, distinguished himself by exceptionally distinguished service as (*state duty assignment and organization*) from (*day, month, year*) to (*day, month, year*). During this period, General Smith displayed forceful leadership and innovative management techniques in guiding intelligence efforts for the entire United States European Command.

Closing statement

PCS

The distinctive accomplishments of Lieutenant General Smith reflect great credit upon him, the United States Air Force and the Department of Defense.

Retirement

The distinctive accomplishments of Lieutenant General Smith culminate a long (*long is only used when service is for 30 years or more*) and distinguished career in the service of his country and reflect great credit upon him, the United States Air Force and Department of Defense.

Posthumously

Lieutenant General Smith's sustained outstanding performance of duty in dedicated service to his country reflects great credit upon him, the United States Air Force and the Department of Defense.

B-1
APPENDIX B
NARRATIVE AND CITATION DESCRIPTIONS (Cont)

DSSM NARRATIVES

Opening statement

Brigadier General John H. Smith, United States Air Force, distinguished himself by exceptionally superior service as (*state duty assignment and organization*) from (*day, month, year*) to (*day, month, year*). During this period, General Smith's outstanding leadership abilities in a dynamic politico-military environment contributed significantly to the United States Defense policies and goals in Turkey.

Closing statement

PCS

The distinctive accomplishments of Brigadier General Smith reflect great credit upon him, the United States Air Force and the Department of Defense.

Retirement

The distinctive accomplishments of Brigadier General Smith culminate a long (*long is only used when service is for 30 years or more*) and distinguished career in the service of his country and reflect great credit upon him, the United States Air Force and Department of Defense.

Posthumously

The singularly distinctive accomplishments of General Smith in dedicated service to his country reflect great credit upon him, the United States Air Force and the Department of Defense.

DMSM NARRATIVES

Opening statement

Major John H. Smith, United States Air Force, distinguished himself by meritorious service (or achievement) as (*state duty assignment and organization*) from (*day, month, year*) to (*day, month, year*). During this period, Major Smith's outstanding leadership abilities in a dynamic politico military environment contributed significantly to the United States Defense policies and goals in Turkey.

B-2
APPENDIX B
NARRATIVE AND CITATION DESCRIPTIONS
DMSM NARRATIVES (Cont)

Closing statement

PCS

The distinctive accomplishments of Major Smith reflect great credit upon him, the United States Air Force and the Department of Defense.

Retirement

The distinctive accomplishments of Major Smith culminate a long (*long is only used when service is for 30 years or more*) and distinguished career in the service of his country and reflect great credit upon him, the United States Air Force and the Department of Defense.

Posthumously

The distinctive accomplishments of Major Smith in the service to his country reflect great credit upon him, the United States Air Force and the Department of Defense.

JSCM NARRATIVES

Opening statement

Lieutenant Commander Marsha H. Smith, United States Navy, distinguished himself by meritorious service (or achievement) as (*duty assignment and directorate or while assigned to a specific office*), Headquarters, United States European Command from (*day, month, year*) to (*day, month, year*). During this period, Commander Smith's outstanding professional skill, knowledge, and leadership aided immeasurably in identifying problem areas in the field of Arms Control and in developing and implementing research projects capable of solving these problems.

Closing statement

PCS

The distinctive accomplishments of Lieutenant Commander Smith reflect credit upon her, the United States Navy and the Department of Defense (*NOTE: the word "great" is not used for JSCM and JSAM awards*).

B-3
APPENDIX B
NARRATIVE AND CITATION DESCRIPTIONS
JSCM NARRATIVES (Cont)

Retirement

The distinctive accomplishments of Lieutenant Commander Smith culminate a long (*long is only used when service is for 30 years or more*) and distinguished career in the service of her country and reflect credit upon her, the United States Navy and the Department of Defense.

Posthumously

The distinctive accomplishments of Lieutenant Commander Smith in the service to her country reflect credit upon her, the United States Navy and the Department of Defense.

JSAM NARRATIVES

Opening statement

Lieutenant Commander John H. Smith, United States Navy, distinguished himself by meritorious service as Arms Control Specialist, Plans and Policy Directorate, Headquarters, United States European Command, from 01 June 1999 to 24 April 2001. During this period, Commander Smith...

Closing statement

PCS

The distinctive accomplishments of Lieutenant Commander Smith reflect credit upon her, the United States Navy and the Department of Defense (*NOTE: the word "great" is not used for JSCM and JSAM awards*).

Retirement

The distinctive accomplishments of Lieutenant Commander Smith culminate a long (*long is only used when service is for 30 years or more*) and distinguished career in the service of her country and reflect credit upon her, the United States Navy and the Department of Defense.

Posthumously

The distinctive accomplishments of Lieutenant Commander Smith in the service to her country reflect credit upon her, the United States Navy and the Department of Defense.

B-4
APPENDIX B
NARRATIVE AND CITATION DESCRIPTIONS (Cont)

CITATIONS

NO ACRONYMS WILL BE USED ON CITATIONS

DDSM CITATIONS

Opening sentence

Lieutenant General Brian K. Hamilton, United States Air Force, distinguished himself by exceptionally distinguished service as (state duty assignment and organization) from (day, month, year) to (day, month, year). During this period, General Hamilton displayed forceful leadership and innovative management techniques in guiding intelligence efforts for the entire United States European Command.

Closing sentences

PCS

The distinctive accomplishments of Lieutenant General Hamilton reflect great credit upon him, the United States Air Force and the Department of Defense.

Retirement

The distinctive accomplishments of Lieutenant General Hamilton culminate a long and (***long is only used when service is for 30 years or more***) distinguished career in the service of his country and reflect great credit upon him, the United States Air Force and the Department of Defense.

Posthumous award

Lieutenant General Hamilton's sustained outstanding performance of duty in dedicated service to his country reflects the highest credit upon him, the United States Air Force and the Department of Defense.

B-5
APPENDIX B
NARRATIVE AND CITATION DESCRIPTIONS

DSSM CITATIONS

Opening sentence

Brigadier General Susan M. Meyer, United States Army, distinguished herself by exceptionally superior service as (state duty assignment and organization) from (day, month, year) to (day, month, year). During this period, General Meyer displayed forceful leadership and innovative management techniques in guiding intelligence efforts for the entire United States European Command.

Closing sentences

PCS

The distinctive accomplishments of Brigadier General Meyer reflect great credit upon her, the United States Army and the Department of Defense.

Retirement

The distinctive accomplishments of Brigadier General Meyer culminate a long and (long is only used when service is for 30 years or more) distinguished career in the service of her country and reflect great credit upon her, the United States Army and the Department of Defense.

Posthumous award

The singularly distinctive accomplishments of Brigadier General Meyer in dedicated service to her country reflect great credit upon her, the United States Army and the Department of Defense.

B-6
APPENDIX B
NARRATIVE AND CITATION DESCRIPTIONS

SAMPLE DDSM & DSSM CITATION

CITATION TO ACCOMPANY THE AWARD OF THE
DEFENSE DISTINGUISHED SERVICE MEDAL
or
DEFENSE SUPERIOR SERVICE MEDAL
TO

SUSAN M. MEYER

Brigadier General Susan M. Meyer, United States Army, distinguished herself by exceptionally distinguished (superior for DSSM) service as (state duty assignment and organization) from (day, month, year) to (day, month, year). During this period, General Meyer displayed forceful leadership and innovative management techniques in guiding intelligence efforts for the entire United States European Command. The distinctive accomplishments of Brigadier General Meyer reflect great credit upon her, the United States Army and the Department of Defense. The maximum length of a DDSM or DSSM citation is 18 lines. If for first or subsequent OAK LEAF CLUSTER, the maximum length is 17 lines. The font cannot be reduced to allow for more verbiage. This line maximum is to allow two inches on the bottom for placement of a seal. Use TIMES NEW ROMAN BOLD ITALIC 14 POINT for the top of the citation and TIMES NEW ROMAN ITALIC 12 POINT for the body of the citation. DO NOT DEVIATE FROM FONT TYPE AND SIZES. Paper Size/Type is 8.5 x 11", Standard. Top/Bottom Margin is 1". Justification is FULL for body of citation. These citations are finalized by JCS upon approval of the award.

**APPENDIX B
NARRATIVE AND CITATION DESCRIPTIONS**

SAMPLE DMSM, JSCM & JSAM CITATION

**CITATION TO ACCOMPANY THE AWARD OF THE
DEFENSE MERITORIOUS SERVICE MEDAL**

TO

SANDRA A. SELBY

Lieutenant Colonel Sandra A. Selby, United States Air Force, distinguished herself by exceptionally (remove exceptionally for JSCM & JSAM) meritorious service as Chief, Policy Division, Plans and Policy Directorate, Headquarters, United States European Command from 3 April 1995 to 4 May 1998. The distinctive accomplishments of Lieutenant Colonel Selby reflect great (remove great for JSCM & JSAM) credit upon her, the United States Air Force and the Department of Defense. The maximum length of any citation is 11 lines. If for first or subsequent OAK LEAF CLUSTER, the maximum length is 10 lines. The font cannot be reduced to allow for more verbiage. This line maximum is to allow two inches on the bottom for placement of a seal. Use CG TIMES BOLD ITALIC 14 POINT for the top of the citation and CG TIMES ITALIC 12 POINT for the body of the citation. DO NOT DEVIATE FROM FONT TYPE AND SIZES. Paper Size/Type is 11" x 8.5", Standard. Top/Bottom Margin is 2.45", 0.25". Justification is FULL for body of citation. Xxxxxx xx xxxxxx xxx xxxxxxxx xxxxxxxx x xxxxxxxx Xxxxxxxxx xxx xxxx xxx xxxxxxxx xxxxx xx x xxxxxxxx xxx xxxxxxxx xx xxxxxxxx xxxxxx xxxxxxxxxxxxxxx xxxxxxxx xxxxx xxxxxxxxxxxx xxxxxxxx xxxxxxxx xx x xxxxxxxx xxx xxxxxxxxxxx xxxxxx xx. Xxxxx xxxxxxx xxx xx xxxxxx xxxxxxx xxxxxxx xxxxxxx xxxxxxxxxxx xxxxxxxx xx xxxxxxxx xxxxxx xxxxxx xxxxxxx xxx xxxxxx xxxxxxx xxxxxx xxx.

APPENDIX C

Sample of USEUCOM FORM 30-15 [\(get form\)](#)

RECOMMENDATION FOR DEFENSE AWARD

This form is for DMSM, JSCM, and JSAM awards only. Refer to instructions in ED 30-15 for all other awards.

This form is subject to the Privacy Act of 1974

1. TO: HQ USEUCOM / ECJ1-AD UNIT 30400 APO AE 09131	2. FROM:	3. DATE
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PART I - NOMINEE DATA

4. NAME (LAST, FIRST, MI)	5. RANK	6. BRANCH OF SERVICE	7. SSN	8. TIME ON STATION a. YEARS b. MONTHS					
9. DUTY TITLE	10. ORGANIZATION/OFFICE SYMBOL		11. DUTY POSITION (PARAGRAPH AND LINE NUMBER FROM JOINT MANNING DOCUMENT OR ATTACH ONE COPY OF TDY ORDER)						
12. PREVIOUS DEFENSE AWARDS		13. RECOMMENDED AWARD			14. PERIOD OF AWARD				
		DMSM	<input type="checkbox"/>	JSCM	<input type="checkbox"/>	JSAM	<input type="checkbox"/>	a. FROM	b. TO
15. REASON FOR AWARD (INDICATE ACHIEVEMENT, SERVICE, PCS, ETC, RETIREMENT, OR POSTHUMOUS)		16. PRESENTATION DATE			17. DEPARTURE DATE (PCS Only)				

PART II- RECOMMENDER DATA

18. NAME/RANK/BRANCH OF SERVICE (Recommending Official)	NO OTHER AWARD TO THIS INDIVIDUAL FOR THIS ACTION IS PENDING AND NO PREVIOUS AWARD HAS BEEN MADE FOR THE ACT OR SERVICE DESCRIBED HEREIN. PERFORMANCE EFFICIENCY (EFFECTIVENESS) REPORTS HAVE BEEN CONSISTENT WITH THE PERFORMANCE INDICATED IN THE CITATION.
19. TITLE/POSITION	
20. ORGANIZATION SYMBOL	21. SIGNATURE

PART III - JUSTIFICATION

22. AWARD JUSTIFICATION BULLET STATEMENTS (Use specific examples of meritorious acts or service in bullet format only.)

RECOMMENDATION FOR DEFENSE AWARD

This form is for DMSM, JSCM, and JSAM awards only. Refer to instructions in ED 30-15 for all other awards.

This form is subject to the Privacy Act of 1974

23. NOMINEE NAME:

24. NOMINEE SSN:

PART IV PROPOSED CITATION

25. PROPOSED CITATION (See ED 30-15 for Citation information)

PART V - RECOMMENDATIONS/APPROVAL/DISAPPROVAL

26. HQ COMMANDANT ADMINISTRATIVE REVIEW

b. SIGNATURE

a. DATE: CLEARED ☐ NOT CLEARED ☐

27. INTERMEDIATE AUTHORITY

b. NAME/RANK

c. TITLE/POSITION/OFFICE SYMBOL

a. DATE:

d. RECOMMENDATION (Mark One Block)

e. RECOMMEND UPGRADE/DOWNGRADE TO: (Type of Award)

f. SIGNATURE

RECOMMEND ☐

NON RECOMMEND ☐

g. COMMENTS

28. APPROVAL AUTHORITY

b. NAME/RANK

c. TITLE/POSITION/OFFICE SYMBOL

a. DATE:

d. APPROVAL (Mark One Block)

e. RECOMMEND UPGRADE/DOWNGRADE TO: (Type of Award)

f. SIGNATURE

APPROVE ☐

NON APPROVE ☐

g. COMMENTS

PART VI - COMMAND STAFFING

	*ACTION	NAME	DATE	APPROVAL/DISAPPROVAL	DOWNGRADE
J1					
ECJS					
CoS					
DCDR					

SJS Instructions Return to:

See DCDR and/or CoS Notes ☐

*LEGEND **A**-Action **C**-Concurrence/Comment **I**-Info **P**-For Approval **S**-For Signature **E**-Expedite

NOTE: Please ensure that blocks 1 to 28 are ALL filled out. If any entry is empty, the request form will be returned with no action taken to the originating office. If further clarification is required, please consult USEUCOM Directive 30-15 or contact the Awards & Decorations Branch or email: j1-Awards@eucom.mil

EU FORM 30-15C. 1 OCT 02. Page 2 of 2

APPENDIX D

INSTRUCTIONS FOR COMPLETING USEUCOM FORM 30-15

1. **TO:** Unusable to the user. (Leave blank)
2. **FROM:** Official mailing address of recommending activity.
3. **DATE:** Date of Award Recommendation.
4. **NAME:** LAST, FIRST, MIDDLE INITIAL of awardee.
5. **RANK:** Rank of the awardee, not Pay Grade. (Use an actual rank title, ex., SGT, SSgt, CPT, LtCol, CDR.)
6. **BRANCH OF SERVICE:** Branch of Service in which the awardee is serving. If the individual is a reservist, follow the branch of Service with an "R" (ex., USAFR, USAR, USNR, USMCR).
7. **SSN:** Social Security Number of awardee.
8. **TIME ON STATION:** Total number of years and months awardee has been assigned to the activity.
9. **DUTY TITLE:** Duty Title of the recommended individual.
10. **ORGANIZATION/OFFICE SYMBOL:** Organization and Office Symbol of the recommended individual, e.g., HQ, USEUCOM/ECJ33.
11. **DUTY POSITION:** Paragraph and line number from the Joint Manning Document (JMD) to which the awardee is assigned. If individual is TDY/TDA to the recommending activity, a copy of TDY/TDA orders must be attached to the recommendation. NOTE: This block must be filled or recommendation will be returned to the requestor.
12. **PREVIOUS DEFENSE AWARDS/DATES:** List all previous defense (Joint) awards (ex., DDSM, DSSM, DMSM, JSCM and JSAM). Include dates awards were earned and indicate whether award was received while stationed at USEUCOM. (ex., 1DMSM '89 EU). Do not list Service Awards.
13. **RECOMMENDED AWARD:** Place an "X" in the appropriate box.
14. **PERIOD OF AWARD:** Indicate a beginning (FROM) and an ending (TO) date for the recommended award.

APPENDIX D

INSTRUCTIONS FOR COMPLETING USEUCOM FORM 30-15

15.**REASON FOR AWARD:** Indicate whether award is for Achievement (impact or completion of TDY/TDA), Service or PCS (end of tour), ETS or Retirement (Separation) or Posthumous.

16.**DESIRED PRESENTATION DATE:** Enter the date you desire to present the award to the awardee. Do not enter "MAIL" or "FORWARD." If the recommended individual has departed, the award will be returned to the recommending activity for disposition.

17.**DEPARTURE DATE (PCS Only):** If the award is an End of Tour (PCS) award, indicate the departure date of the awardee.

18.**NAME/RANK/BRANCH OF SERVICE (Recommending Official):** The complete name/rank and branch of Service of the person recommending the award.

19.**TITLE/POSITION:** The Title and Position of the person in #18.

20.**SIGNATURE:** Of the person named in #18.

21.**ORGANIZATION/OFFICE SYMBOL:** The Organization and Office Symbol of the person in #18.

22.**AWARD JUSTIFICATION BULLET STATEMENTS:** Use specific examples of meritorious acts or service in bullet format only. Bullet comments are limited to the space provided and set typeface and size; no continuation pages are authorized. Acronyms are authorized in this section, provided they are explained. Begin each bullet comment with a hyphen. (ex., - Created a database that accurately tracks 100,000 spare parts).

23.**NOMINEE NAME:** Last name, first name and middle initial of awardee. (This must coincide with information in #4).

24.**NOMINEE SSN:** Social Security number of awardee. (This must coincide with information in #7).

25.**PROPOSED CITATION:** Type in the proposed citation for the recommended award. See the appropriate appendix for instructions on preparing citations and standard opening and closing sentences. No acronyms are authorized in this section and citation is limited to the space typeface and size provided. No continuation pages are authorized.

26.**HQ COMMANDANT ADMINISTRATIVE REVIEW:** To be filled by Commandant to ensure that awardee has no negative actions pending during award period. The Commandant will not elaborate on findings either way. For satellite units such as ODCs, JAC etc. leave this portion blank.

APPENDIX D

INSTRUCTIONS FOR COMPLETING USEUCOM FORM 30-15

27. INTERMEDIATE AUTHORITY: The intermediate authority should be the Director or Office Chief, if these are not the recommending official. If the intermediate authority has authority to approve the recommended award this block should be filled out anyway.

a. **NAME/RANK:** Name and rank of the intermediate authority.

b. **TITLE/POSITION/OFFICE SYMBOL:** Title or position and office symbol of the intermediate authority.

c. **RECOMMENDED:** Place an "X" in the appropriate box.

d. **RECOMMEND UPGRADE OR DOWNGRADE TO:** Annotate whether "Upgrade" or "Downgrade" and the acronym of the appropriate award in this block. (ex., "Downgrade to JSCM).

e. **SIGNATURE:** Signature of the intermediate authority.

f. **COMMENTS:** Any comments the intermediate authority desires to make.

28. APPROVAL AUTHORITY: The approval authority can be a Director, Office Chief, the HQ USEUCOM Chief of Staff or the HQ USEUCOM DCDR.

a. **NAME/RANK:** Name and rank of the approval authority.

b. **TITLE/POSITION/OFFICE SYMBOL:** Title or position and office symbol of the approval authority.

c. **ACTION:** Place an "X" in the appropriate box.

d. **UPGRADE OR DOWNGRADE TO:** If upgrade or downgrade of the recommended award is directed by the approval authority, place the name of the appropriate award in this block.

e. **SIGNATURE:** Signature of the approval authority.

f. **COMMENTS:** Any comments the approval authority desires to make.

NOTE: Leave Part VI blank.

APPENDIX E

DOD Policy/Joint Staff Guidance/USEUCOM Historical Precedence

Defense Distinguished Service Medal (DDSM)

DoD Policy. Exceptionally distinguished performance of duty that contributes to national security or Defense Affairs at the highest level.

Joint Staff Guidance: Normally, such responsibilities will be held by the most senior officers, such as the Chairman of the Joint Chiefs of Staff; Vice Chairman of the Joint Chiefs of Staff; Chiefs and Vice Chiefs of the Services; and Commanders and Deputy Commanders of Unified and specified Commands whose duties bring them into contact with the Secretary of Defense.

USEUCOM HISTORICAL PRECEDENCE: General and Flag Officers O-9 and above.

Defense Superior Service Medal (DSSM)

DoD Policy. Superior meritorious service in a position of significant responsibility that clearly places the individual ahead of contemporaries.

Joint Staff Guidance: Normally, be awarded to Colonels through Major Generals. Colonel should be serving in a Division Chief or higher position of responsibility.

USEUCOM HISTORICAL PRECEDENCE: General/Flag Officers O-7 & O-8 and O-6s with a minimum of 1 year as O-6 Division Chief.

Defense Meritorious Service Medal (DMSM)

DoD Policy. Meritorious achievement or service, although of a lesser degree than that required for award of the DSSM, that has been accomplished with distinction. Only under the most unusual circumstances will the DMSM be awarded as an impact award for outstanding TDY achievement.

Joint Staff Guidance: Normally, be awarded to Majors through Colonels and Senior NCOs (E-7 through E-9) Branch Chief level and other field grade officers who have performed exceptionally noteworthy work.

USEUCOM HISTORICAL PRECEDENCE: Majors through Colonels and Senior NCOs (E-7 through E-9) with a minimum of 22 months on station or completion of tour.

Joint Service Commendation Medal (JSCM):

DoD Policy. Meritorious achievement or service, although of a lesser degree than that required for award of the DMSM, that has been accomplished with distinction and clearly places an individual's performance above that of contemporaries.

Joint Staff Guidance: Should be the basic award for the truly outstanding action officer up through the grade of Major and for exceptional enlisted personnel.

USEUCOM HISTORICAL PRECEDENCE: None.

Joint Service Achievement Medal (JSAM)

DoD Policy. Meritorious achievement or service although of a lesser degree than that required for award of the JSCM, that has been accomplished with distinction and clearly places an individual's performance above that of contemporaries. The JSAM cannot be awarded to O-6s or above.

JOINT STAFF GUIDANCE: Award should be used to recognized officers O-5 and below and enlisted personnel whose performance has been excellent but not at the same level as those deemed to be truly outstanding.

USEUCOM HISTORICAL PRECEDENCE: None.

NOTE: Normally, an individual should complete a full tour of Joint duty, or nearly so, to be favorably considered for a Defense award. Forwarding an award recommendation to the next duty assignment for inclusion in a potential future award recommendation is the preferred course of action for those individuals who have had an abbreviated joint tour.